



YOUTH ATHLETIC FACILITIES:

*2003-04 POLICIES &
PROJECT SELECTION*

17

AUGUST 18, 2003

IAC's Mission

...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding, technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.

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SECTION 1: GENERAL INFORMATION

Introduction

This manual contains basic information, policies, and project selection criteria for the Youth Athletic Facilities (YAF) grant program. The Interagency Committee for Outdoor Recreation (IAC) administers the program. IAC refers to a Board and a state agency. The agency or office staff provides grants and administrative support to the Board, which ultimately approves funding for YAF projects.

Information Sources

IAC encourages anyone interested in its grants programs to contact the Office at:

Natural Resources Building	Voice	(360) 902-3000
1111 Washington Street	FAX	(360) 902-3026
P.O. Box 40917	TDD	(360) 902-1996
Olympia, WA 98504-0917	E-mail/info@iac.wa.gov	
Internet Web Site	http://www.iac.wa.gov/	

IAC project managers are available to assist by answering questions concerning the information contained in this manual. Please feel free to call.

Manual Authority & Related Publications

Authority for policies in this publication is in RCW 79A.25.800-830, and Title 286 Washington Administrative Code. IAC's Board adopted these policies in a public meeting. Depending on the type of project submitted, and the stage in the grants cycle, program participants may find related information in other publications provided by IAC. These include the following manuals:

- *Acquiring Land: Policies - #3*
- *Development Projects: Policies - #4*
- *Application: YAF - #5y*
- *Funded Projects: Policies & the Project Agreement - #7*
- *Reimbursements: IAC/SRFB Grant Programs - #8.*

Each January, IAC publishes a brochure that briefly describes each of its grants programs, available funding, grant limits, and important dates for that year. This information, along with the publications referenced above, can be downloaded from IAC's website or you may contact IAC to obtain hard copies of these free publications. Each can be made available in an alternative format.

Advisory Committee

IAC works with an advisory committee to provide information and make recommendations to IAC on the award of YAF grant funds. This committee assists with development of program policies and project selection criteria adopted by IAC's Board. Advisory

Committee members are expected to be aware of community outdoor athletic needs through professional experience and/or volunteer efforts.

**Project
Timeline**

IAC's YAF grant process is held periodically – this timeline provides a general overview. While the order of the elements remains consistent each grant cycle, IAC's Director may adjust actual dates. For this reason, and since other important deadlines exist, *applicants are encouraged to obtain the full YAF schedule, revised before each grants cycle.*

Workshops. IAC conducts workshops annually to provide information about its funding programs. These sessions are typically held in the winter of each year in various locations. Scheduling is usually completed in early January. Call for information about dates and locations.

Application Deadline. Every year IAC establishes grant application deadlines for all grant programs. Applications received after the deadline will be returned unless IAC's Director has approved a late submission. Each application is assigned to a project manager. The project manager assists applicants through the application review and evaluation process.

Project Review. IAC project managers and in some instances advisory committee members, review projects for compliance with program eligibility criteria, technical considerations, and provide opinions on both the strengths and/or weaknesses of the proposals. Applicants then have an opportunity to consult with IAC staff to determine what, if any, changes may be needed or desirable to improve the project. All changes must be completed by the technical completion deadline.

Project Evaluation. Project evaluation begins when evaluators review responses to the evaluation questions (see page 21) provided by each applicant. After individually scoring all projects per the criteria, evaluators meet to discuss the projects. At the conclusion of this meeting, final ranking recommendations are decided. The resulting ranked list of projects is the foundation for funding recommendations to IAC's Board.

IAC Approves Funding. IAC's Board makes funding decisions in an open meeting where public testimony is encouraged. Applicants are encouraged, but not required, to attend.

SECTION 2: POLICIES

I. What the Money Is For

The purpose of the Youth Athletic Facilities (YAF) Grant Program is to provide funding for new, improved, and better maintained outdoor athletic facilities serving youth and communities.

An *athletic facility* is a facility dedicated to the purposes of sports and athletics. While it is understood that sports are “played,” the term *athletic facility* excludes playgrounds, tot lots, vacant lots, open or undeveloped fields, and level open space used for non-athletic play. In essence, facilities eligible for funding are used for sports or activities that are competitive.

The *primary* focus of the program is the athletic facility needs of people through the age of 18 who participate in sports and athletics. Compatible multi-generation use – including amateur adult use – of facilities funded through this program is strongly encouraged. To achieve multi-generation use, applicants are encouraged to submit proposals for facilities *sized* for adults but which *primarily serve youth*.

II. Eligible Applicants

Only cities, counties, and qualified non-profit organizations are eligible to apply for YAF grant support. A “qualified non-profit organization” is one that meets each of the following criteria:

- It is registered with the State of Washington as a non-profit.
- It has an equivalent successor identified in its articles of organization, in case it disbands for any reason. This is required of all non-profits under State law.
- It has been active in youth or community athletic activities for a minimum of three years.
- It does not require exclusive use of the facilities paid for through this program. “Exclusive use” occurs when an organization refuses or denies public access to available capacity at a facility funded through the YAF account.
- It does not discriminate on the basis of race, religion, creed, gender, disability, or income. For example, “boys only” or “girls only” organizations would not be eligible to apply for a grant from the YAF Account.

III. How Funds Are Distributed

According to law, YAF funds must be divided equally among three categories: new facilities, improved facilities, and maintaining existing facilities.

The law also provides for the size of a YAF grant to be “in proportion to the population of the city or county where the facility is located.” This requirement is interpreted in the context of RCW 43.99N.060(4) and RCW 79A.25.250, in that IAC seeks to fund projects that

address demonstrated community needs and documented priorities. These community needs and priorities are examined and scored on the basis of objective criteria found in the evaluation questions beginning on page 15. It is expected that the funds requested by an applicant will be in proportion to community needs and priorities when considering an array of community factors including population.

IV. Grant Limits

To more widely distribute funds available in the YAF account, grant limits for projects are as follows:

New Facilities

- The maximum YAF share is \$150,000, per project.
- The minimum YAF share is \$25,000, per project.

Improving Existing Facilities

- The maximum YAF share is \$75,000, per project.
- The minimum YAF share is \$15,000, per project.

Maintaining Existing Facilities

- The maximum YAF share is \$25,000, per project.
- The minimum YAF share is \$5,000, per project.

Requests for additional funding (or cost increases) will not be considered after project funding is approved by IAC's Board.

V. Eligible Sports and Facilities

A. All facilities supporting outdoor athletics are eligible for funding. Indoor facilities are not eligible. Priority or preference is given for outdoor athletic fields. Outdoor athletic fields are baseball, field hockey, football, lacrosse, open areas associated with track and field events, rugby, soccer, and softball fields.

For example, both a soccer field and an outdoor BMX track are eligible for funding. In comparing, evaluating, and scoring the applications, however, the outdoor *field* is awarded three more points on a specific evaluation question designed to implement this policy. It is still possible for a proposal for an outdoor facility that is not a field to out-score a proposal for an outdoor field, depending on the final, overall score awarded in the evaluation process.

B. The features or structures of a facility that are absolutely necessary for athletic play or competition have funding priority.

This means that the items found “in bounds” – for example, the playing surface of a field or court – have priority over “out of bounds” items. “In bounds” items include playing surfaces, goals, nets, bases, pitching mounds, fences and backstops for softball and baseball, irrigation, drainage, and field lighting.

Support type elements such as scoreboards, bleachers, landscaping, restrooms, concession stands, parking lots, fire lanes,

and landscaping (shade trees or wind breaks) may be funded through the Youth Athletic Facilities Program *only* if these items are part of a larger project that includes funding for the “in bounds” elements of a field, court, pool, track or other primary athletic facility.

“Stand alone” applications for support type elements are not eligible.

C. Universal, barrier free access must be addressed by all applicants. All YAF project sponsors must ensure that project elements and facilities developed with YAF grant funds meet current barrier-free standards. Several laws and codes provide construction designs to meet these standards. Project sponsors must, to the highest degree reasonable, make specific project elements accessible. IAC’s policy on barrier-free access is found in IAC Manual #4, *Development Projects: Policies*.

**VI. Ownership
(Control and
Tenure of
Property)**

A. Land acquisition projects. Land may be acquired with YAF funds. Land acquired with YAF funds must be available for youth and community athletic facility purposes in perpetuity. Lands converted to other uses, or not developed to provide a youth or community athletic facility within three years of the date on which the sponsor signs an IAC project agreement, will be subject to IAC conversion rules in IAC Manual #7, *Funded Projects: Policies & The Project Agreement*.

Lands may be acquired with YAF funds through an IAC Waiver of Retroactivity. This procedure allows an applicant to purchase YAF-eligible land up to two years prior to applying for, or receiving a YAF grant. For complete Waiver of Retroactivity guidelines, please see IAC Manual #3, *Acquiring Land: Policies*.

B. New facility development, improvement of existing facilities, and maintaining projects. Any new, improved, or maintained facility may be owned by a governmental or non-profit organization. The facility funded with a YAF grant must be available or open to the public for youth or community athletic purposes.

An applicant must have sufficient control of the land or facility it wishes to develop, improve, or maintain to assure that its proposal will actually be implemented and benefit the public. This control or tenure is documented by a written agreement that the land or facility will be available for public youth or community athletic use for a minimum of 20 years from final reimbursement. Further, each applicant must demonstrate how it will ensure that the land or facility will be available for the originally intended athletic uses (type of sport or sports, age of participants) throughout this 20-year period.

An applicant may implement a project on land or on a facility it does not own, but must have written permission from the land or facility owner prior to application, in addition to a commitment that the land or facility will be available for public youth or community athletic use

for a minimum of 20 years. Written permission is obtained through an easement or lease with a private landowner or through a use agreement with a public agency. Interlocal agreements between public agencies may also be allowed. Agreements, to be approved by IAC, incorporate:

- Access to implement the project
- Appropriate use
- Availability to public – must equal or exceed statement in application
- “Conversion of use” responsibility
- Dispute resolution
- Duration of agreement
- Liability
- Location
- Maintenance
- Management
- Parties
- Purpose
- Scheduling and use
- Successor organization.

VII. Funding Categories

By law, YAF grant funds can be provided for:

- “New” facilities
- “Improving or renovating” existing facilities
- “Maintaining” existing facilities

A. IAC uses the following definitions for these categories:

“New” means the acquisition or development of land or structures to provide an athletic facility or facilities not previously available for youth or community athletic purposes.

“Improving” (or renovating) means work done to add playing capacity to an existing athletic facility. This may be done by:

- *Changing use.* Changing the athletic facility from one type to another to meet community priorities. Example: changing an unused or underused outdoor tennis court to a high-demand outdoor basketball court.
- *Extending use.* Extending time of use, or season of use. Example: adding new lights to an existing field to allow scheduling of evening games. Example: changing field surface types to allow more games per season or extending the number of seasons.
- *Expanding size.* Expanding the physical size of an existing athletic facility in order to accommodate new or extended types, seasons, or hours of athletic use resulting in more games or events and use by more players. Example: lengthening the outfield and base path dimensions of a current youth-size softball field to accommodate broader community uses. Example: reorienting a softball field so it can accommodate another athletic activity like soccer.

“Maintaining” means work done to continue or retain the originally designed and built use and capacity of an existing athletic facility by

bringing it to, or keeping it at, an accepted standard of safe use without changing or extending use or physical size or capacity of the facility. In other words, a maintaining grant will result in a better facility with no additional capacity. Maintaining grants may not be used for day-to-day operations, or routine maintenance like cleaning restrooms, lawn mowing, or field preparation before games.

B. Applicants may submit multiple applications. Applicants may not combine grant categories on one application. Multi-site applications are not allowed.

C. Applicants may submit applications to different IAC grant programs for separate elements at the same site. For example, an applicant could seek YAF funds for a ball field and Washington Wildlife and Recreation Program funds for trails or shelters that happen to be located in the same park. However, applicants may not submit applications to different IAC grant programs for the same element at the same time.

**VIII. “New Facilities” Grants:
Eligible Activities**

A. Grants for “new facilities”:

- Pay for acquisition and/or development of land or structures to provide an athletic facility not previously available for youth or community athletic purposes
- Give preference to outdoor athletic fields
- Encourage communities to agree on a priority project
- Encourage “partnership” proposals

B. Examples of eligible expenses include:

- Acquisition or lease of land, including appraisals, surveys, recording fees, hazardous substance reports, closing costs, title insurance
- Addition of barrier-free access
- Architectural and engineering costs. Information about eligible administrative elements and reimbursement limits is contained in IAC Manuals 3, *Acquiring Land: Policies*, and 4, *Development Projects: Policies*.
- Contracting expenses associated with eligible project elements
- Irrigation systems, drainage
- Labor associated with eligible project elements
- Lighting systems
- Purchase of fixtures including scoreboards, goals, fences, bases
- Rental of heavy equipment for up to one year
- Restrooms, drinking fountains, bleachers, signs
- Roads, driveways, and parking lots

- Site preparation including grading
- Structures including concession stands and on-site storage units

Eligible expenses are not the same as priority expenses.¹

C. The following items are not eligible:

- Any facility intended exclusively or primarily for professional or “semi-pro” sports use.
- Caretaker residences, staff housing, or offices.
- Indirect costs.
- Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- Signs or displays promoting tobacco products or alcoholic beverages.

IX. “Improving or Renovating” Existing Facilities: Eligible Activities

A. Grants for “Improving or renovating” existing facilities:

- Add playing capacity to an existing athletic facility by changing use, extending use, or expanding size
- Encourage “partnership” proposals

B. Examples of eligible expenses include:

- Addition of barrier-free access
- Architectural and engineering costs. Information about eligible administrative elements and reimbursement limits is contained in IAC Manual 4, *Development Projects: Policies*.
- Contracting expenses associated with eligible project elements
- Labor associated with eligible project elements
- Irrigation systems, drainage systems
- Lighting systems
- Purchase of fixtures including scoreboards, goals, fences, bases
- Rental of heavy equipment for up to one year
- Replacement of artificial surfaces with natural surfaces
- Replacement of natural field surfaces with artificial surfaces
- Roads, driveways, and parking lots
- Site preparation including grading

Eligible expenses are not the same as priority expenses.¹

C. The following items are not eligible:

- Any facility intended exclusively or primarily for professional or

¹ Priority expenses are costs for features or structures of a facility that are absolutely necessary for athletic play. See section V. *Eligible Sports and Facilities, Item B*.

“semi-pro” sports use.

- Caretaker residences, staff housing, or offices.
- Indirect costs
- Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- Signs or displays promoting tobacco products or alcoholic beverages.

**X. “Maintaining”
Grants: Eligible
Activities**

A. Grants for “maintaining existing facilities:”

- Pay for work done to continue or retain the originally designed and built use and capacity of an existing athletic facility by bringing it to, or keeping it at an accepted standard of safe use without changing or extending use or physical size or capacity of the facility. In other words, a maintaining grant will result in a better facility with no additional capacity.
- Must be completed within one full construction season after a grant is awarded.
- Pay for rented construction equipment for up to one year
- Pay for contracted work such as grading, irrigation, lighting, electrical.

B. Examples of eligible expenses:

- Architectural and engineering costs. Information about eligible administrative elements and reimbursement limits is contained in IAC Manual 4, *Development Projects: Policies*.
- Contracting expenses associated with eligible project elements.
- Field surface repair including re-grading, replacement of sod or grass, replacement materials such as infield material or other surfaces.
- Labor associated with eligible project elements.
- Rental of heavy equipment needed to complete a project.
- Replacement or repair of fixtures including scoreboards, goals, fences, bases, nets, lane markers, and so on.
- Replacement or repair of irrigation or drainage systems.
- Replacement, repair, or realignment of lighting systems.

Eligible expenses are not the same as priority expenses.²

² Priority expenses are costs for features or structures of a facility that are absolutely necessary for athletic play. See section V. *Eligible Sports and Facilities, Item B*.

C. The following items are not eligible:

- ▶ Any work done on a facility not eligible for a YAF grant.
- ▶ “Consumable” supplies such as spare light bulbs, toilet paper, fertilizer, chalk, and fuel.
- ▶ Indirect costs.
- ▶ Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- ▶ Organizational operating expenses or overhead including staff salaries.
- ▶ Purchase of maintenance equipment, tools, or supplies.
- ▶ Routine maintenance such as lawn mowing.
- ▶ Utility payments such as monthly water or electric bills.

XI. What Counts as “Match”?

The Youth Athletic Facilities program requires an applicant to contribute “matching” value of no less than 50% of the total project cost.

Matching shares of more than 50% are encouraged. An objective pre-scored evaluation question awards more points to applications that demonstrate a higher matching share that is made up of non-government contributions.

Match does not mean cash only. It may also mean donations, in-kind contributions, and other grants.

- ▶ *Donations* usually come from a third party and may include cash, labor, materials, easements, and professional services such as architecture-engineering costs for site planning and design.
- ▶ *In-kind* contributions usually come directly from applicant resources and may include cash, appropriations, bonds, labor, materials, and architecture-engineering costs.
- ▶ *Other grants*: a second grant, in hand, from sources other than IAC as a matching share if the second grant is applied to elements that are eligible for YAF funding.

The value of land owned by any government agency, eligible applicant or sponsor, already owned by the applicant, or in use for youth or community athletic purposes at the time the application is submitted to IAC will not be used by the applicant as part of the match requirement.

Work done before a project agreement is signed between the applicant and the IAC cannot be used as a matching value.

XII. Preference for Community Priorities

IAC recognizes that priority athletics or sports, and therefore facility needs, vary from community to community. Applicants must demonstrate that their proposed project meets community priorities. This will be measured in evaluation question 1 (Need). To assist evaluators, applicants may submit any combination of the following:

- Letters of endorsement or support from local government, chambers of commerce, or other organizations.
- A copy of the applicant's current capital facilities plan (CFP) or capital improvement program (CIP) in which the project is listed by name or by type.
- A copy of results of a needs assessment or community survey.
- A copy of a survey or plan for athletic facility needs with a resulting priority list of facility needs.
- Documented results of a series of community meetings that may have resulted in consensus for a facility of a certain type.
- Any evidence an organization can provide that demonstrates that a substantial number of teams or athletes have been denied the opportunity to participate because of a lack of suitable facilities.

XIII. Partnerships in Applications

By law, cities, counties, and qualified non-profit organizations may apply for funds. "Partnerships" result when two or more agencies or organizations work on the same project.

It is possible for an eligible applicant to form a partnership with an otherwise ineligible organization. For example, a qualified applicant (city, county, or qualified non-profit organization) could apply for YAF funds and have partnerships in the proposed project with another qualified applicant, a school or school district, a business, or private individuals.

Partnerships that add **measurable value** to a project are encouraged. This is done by awarding more evaluation points to an application submitted by two or more organizations in a partnership arrangement that includes documentation to support **measurable value**.

"Measurable value" may include money, land, labor, materials, services or other necessary support. Letters of endorsement, by themselves, are not evidence of measurable value unless they include a statement of, or reference to, the value that the endorsing person or organization is bringing to the project.

Applicants shall document partnership arrangements in writing at the time of application. At a minimum, the partners shall be listed in the YAF Program application packet. It is important to note that long-

term contractual obligation lies with the eligible applicant sponsoring the project.

XIV.
Reimbursement

IAC policy provides grant recipients payment on a reimbursement basis. That is, an organization with a grant must perform or pay for the work, submit a bill to IAC for that work, and be reimbursed for the billed work. Advance draws on grant funds are not permitted. IAC will not reimburse more than the sponsor's out-of-pocket costs.

In most instances, payment is not made for expenses incurred before a project agreement is signed between the grant applicant and IAC. Exceptions may be made for expenses related to site planning, engineering, surveys, and appraisals for new property acquisition.

Complete reimbursement procedures are found in IAC Manual #8, *Reimbursements*.

SECTION 3: EVALUATION PROCESS

Choosing Proposals to Fund

IAC uses a competitive evaluation process for all eligible projects. Applicants submit written responses to the evaluation questions. These responses, along with other application materials, are given to an evaluation team of citizens and recreation experts from around the state.

For scoring purposes IAC will send packets to evaluators that include:

- Project summary
- Cost estimates
- Evaluation question responses (with attachments – see questions 1 through 6)
- Project location map(s)
- Project service area map(s)
- Visuals (up to two pages of photos or other graphics)

After the evaluation meeting, IAC staff collects the score sheets to tabulate the results. Scores from team scored questions are combined with staff-scored questions to create a composite score for each project. Within a few weeks, the data is verified and the draft results are posted in PRISM and on IAC's web page. You may view the ranked list of the project proposals and a summary of the scores given for each criterion for each project. Staff uses these results to develop a funding recommendation for the Board.

**What We Look
For: Evaluation
Criteria**

Your answers to the evaluation questions are extremely important. Before submitting the responses, please double check that you:

- Used white paper with one inch margins
- Used a *regular* typeface, such as Arial or Times Roman, 12 point
- Typed or printed your answers (preferred) – hand-written answers are accepted if the writing is legible
- Submitted **one copy** of your written responses with the application, and 11 copies by the Technical Completion Deadline as part of the evaluation packets.
- Limited your answer to one side of an 8 ½ x 11 inch page for each question
- Included the question number, title, and question before each response
- Included the applicant name, project name, and date at the top of each page
- Answered questions 1-6 and provided requested attachments, and
- Answered each question separately.

Applicants should refer to IAC Manual #5y, *Application: YAF* for more information.

Youth Athletic Facilities

Evaluation Criteria

Applicants provide written responses to team-scored evaluation questions **1- 6** if submitting a grant application for:

- “New Facilities”
- “Improving or Renovating Existing Facilities” or
- “Maintaining Existing Facilities.”

Summary of Questions and Scores for NEW Facilities, IMPROVING Existing Facilities, and MAINTAINING Existing Facilities					
Scored by	#	Title	Max. Points	Multiplier	Total
Team	1	Need	5	3	15
Team	2	Community priorities	5	3	15
Team	3	Availability	5	1	5
Team	4	Facility management	5	1	5
Team	5	Readiness to proceed	5	1	5
Team	6	Partnerships	5	2	10
IAC Staff	7	Preference for outdoor fields	3	1	3
IAC Staff	8	Multi-generation use	1	1	1
IAC Staff	9	Matching shares	2	1	2
IAC Staff	10	Proximity to people	1	1	1
IAC Staff	11	GMA Preference	0	1	0
Total possible points = 62					

KEY:

IAC Staff	= Question scored by IAC staff
Team	= Question scored by the evaluation team
Title	= Question title
Max	= Maximum points given by evaluators
Multiplier	= Multiplier or weight of each question

Team Scored Questions

THE FOLLOWING QUESTIONS, 1-6, ARE SCORED BY EVALUATORS. WRITTEN RESPONSES ARE REQUIRED.

1. NEED. WHAT IS THE COMMUNITY'S NEED FOR NEW OR IMPROVED ATHLETIC FACILITIES?

Consider the number and condition of existing athletic facilities, the number of leagues, teams, or players in the community; whether the community has gone through a public process to reveal deficient numbers or quality of available facilities; and whether significant unserved or under-served user groups are identified. Your discussion of need must include *measurable (quantifiable)* evidence. At a minimum, please include the following information in your answer.

- Type of facility to be funded
- Service area, either in square miles or in a radius by miles
- The population of the service area, youth and adult (estimated or actual)
- Number and type of similar facilities inside the service area
- Number of leagues, teams, and players served in the service area
- Number of leagues, teams, and players that are expected to use the new or improved facility.

In general, proposals from communities with fewer facilities and higher demand will score higher than proposals from communities with more facilities and lower demand. Applicants shall define "community."

- a. No need is demonstrated (0 points)
- b. Modest need is demonstrated (1-2 points)
- c. Strong need is demonstrated..... (3-4 points)
- d. Unusually high or urgent need is demonstrated (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 3.

2. COMMUNITY PRIORITIES. WHAT EVIDENCE IS AVAILABLE TO SUPPORT THE PROJECT AS A COMMUNITY PRIORITY? HOW WELL DOES THE COMMUNITY SUPPORT THIS PROJECT?

The applicant must demonstrate how the proposed project satisfies community athletic facility needs and provides for a priority community athletic facility. Evidence includes but is not limited to letters of support; voter approved initiatives/bond issues/referenda; ordinance or resolution adoption; media coverage; public involvement in a comprehensive planning process that includes this project; a capital improvement program that includes the project; a local park or comprehensive plan that includes the project by name or by type. If you submit letters of support or other printed documents, remember to provide 11 copies as part of the evaluation packets. Applicants shall define “community.”

- a. No evidence presented that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility (0 points)
- b. Little or modest evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility (1-2 points)
- c. Adequate or strong evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility (3-4 points)
- d. There is overwhelming evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 3.

3. AVAILABILITY. UPON PROJECT COMPLETION, WHAT IS THE ANTICIPATED AVAILABILITY OF THE FACILITY DURING A CALENDAR YEAR?

Consider seasons of use, types of use, hours of use, restrictions (if any) on access. Describe the use policy for the facility, that is: what sports, leagues, teams, and players have access and under what conditions. Also, please fill in the matrix below. In the left column, write the name of the team, league, school, or organization that will use the facility, and then check the boxes to indicate which month(s) apply.

NAME ▼	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Example: <i>Recreation League baseball</i>						X	X	X				

- a. Availability is restricted to “special interest” team or league (0 points)
- b. Availability is limited to 1 or 2 seasons and daylight hours (1-2 points)
- c. Available for 3 or more seasons (3 points)
- d. Available for 3 or more seasons and extended hours..... (4 points)
- e. Available year around and includes evening use..... (5 points)

Evaluators will give a maximum of 5 points.

4. FACILITY MANAGEMENT. DOES THE APPLICANT HAVE A PLAN FOR THE LONG-TERM MAINTENANCE AND OPERATION OF THE FACILITY? Describe how the facility will be kept in usable condition and made available over time. Can you demonstrate how it will ensure that the land or facility will be available for the originally intended athletic uses (type of sport or sports, age of participants) throughout the project's intended life? Describe your organization's structure and indicate how long your organization has been involved in youth or community athletics. Do you have a written management plan for the facility? If yes, please attach 11 copies.

- a. Evidence is lacking, no plan presented..... (0 points)
- b. Weak evidence, poor plan (1 point)
- c. Evidence and/or plan is adequate..... (2 points)
- d. Good evidence, plan is well done (3-4 points)
- e. Solid evidence, outstanding plan (5 points)

Evaluators will give a maximum score of 5.

5. READINESS TO PROCEED. HOW SOON AFTER THE GRANT IS APPROVED CAN THE PROJECT BEGIN?

Provide evidence that the applicant can move swiftly towards project completion by documenting availability of 50% match; architectural and engineering work completed; appraisal and review completed; permits secured; needed labor pool, paid or volunteer, is available. In addition to your written answer, please estimate your project timeline in the matrix below.

Acquisition: Major Activity	Estimated date of completion
Initiate land owner contact	
Determine value (appraisal, estimate, etc)	
Escrow	
Closing	
Final billing to grant (if awarded)	

OR

Development	Estimated date of completion
Planning (A&E) documents	
Secure permits	
Issue bids	
Begin construction	
50% completion	
90% completion	
Complete project	
Final billing to grant (if awarded)	

- Significant barriers exist before the project can proceed (0 points)
- A number of barriers exist but steps are underway to eliminate the barriers *in the next 12 months* (1-2 points)
- Few barriers exist and are readily removed (3-4 points)
- The project is ready to move forward immediately (5 points)

Evaluators will give a maximum score of 5.

- 6. PARTNERSHIPS.** DOES THE APPLICANT HAVE PARTNERS THAT BRING **MEASURABLE VALUE** TO THE PROPOSED PROJECT? Does the applicant have partnership arrangements? If so, what value does the partnership bring to the project?

Measurable value must include money, land, labor, materials, services or other necessary support. Letters of endorsement, by themselves, are not evidence of measurable value unless they include a statement of, or reference to, the value that the endorsing person or organization is bringing to the project.

- a. None (0 points)
- b. The applicant has a partner but there are few additional resources or little additional value as a result (1 point)
- c. Partnership offers some value toward completion of the project.. (2-3 points)
- d. Partnership results in significant value for the project..... (4 points)
- e. The partnership will result in outstanding value for the project (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 2.

Pre-scored Objective Questions

IAC STAFF SCORES THE FOLLOWING QUESTIONS (7-11) BASED ON OBJECTIVE INFORMATION YOU HAVE ALREADY SUBMITTED. DO NOT ANSWER THEM.

7. PREFERENCE FOR OUTDOOR FIELDS.

Does the project involve an outdoor athletic field?

- a. *No* outdoor field involved (0 points)
- b. *One or more* outdoor fields are involved..... (3 points)

8. PREFERENCE FOR MULTI-GENERATION USE

Is the proposed facility sized for adult use and either usable by or adaptable to youth use?

- a. No (0 points)
- b. Yes (1 point)

9. MATCHING SHARES.

Is the applicant providing a matching share greater than 50 percent?

- a. No (0 points)
- b. Yes 51 to 75 percent (1 point)
- c. Yes more than 75 percent (2 points)

10. PROXIMITY TO PEOPLE.

State law requires IAC to give funding preference to projects located in populated areas. Populated areas are defined (RCW 43.51.380) as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile. Is the project located in an area meeting this definition?

- a. No (0 points)
- b. Yes (1 point)

11. GMA PREFERENCE. HAS THE APPLICANT MADE PROGRESS TOWARD MEETING THE REQUIREMENTS OF THE GROWTH MANAGEMENT ACT (GMA)?
RCW 43.17.250 (GMA-preference required.)

State law requires that:

- (1) Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant[†] has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 (“state law”).
- (2) When reviewing such requests, the state agency shall accord additional preference to applicants[†] that have adopted the comprehensive plan and development regulations. An applicant[†] is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - Adopts or has adopted within the time periods specified in state law;
 - Adopts or has adopted by the time it requests a grant or loan; or
 - Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.
- (3) A request from an applicant[†] planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant[†] not planning under this state law.

This question is scored by IAC staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by IAC’s Technical Completion Deadline.

- a. The applicant does *not* meet the requirements of RCW 43.17.250 (minus 1 point)
- b. The applicant *meets* the requirements of RCW 43.17.250 (0 points)
- c. The applicant is a nonprofit organization (0 points)

IAC staff subtracts a maximum of 1 point; there is no multiplier.

[†] City and county applicants only. This segment of the question does not apply to nonprofit organizations.